



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

February 27, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-47

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: American Family Life - AFLAC (MSI/30004) Rate Increase

American Family Life (AFLAC) (MSI/30004) will be implementing an across the board rate increase effective July 1, 2002 for Cancer, Intensive Care, and Hospital Indemnity policies. By March 25, 2002, AFLAC will mail letters to all agencies affected by this rate increase, along with a list of the employees' current deduction amount and the increased amount. At the same time, letters will also be mailed from AFLAC to the employees affected notifying them of this change. Included with the letter will be a new Payroll Deduction Authorization Form (SED-4) with the new rates and all other products and premiums employees have with AFLAC.

Employees who accept the increase must sign the forms and send them back to AFLAC by May 15, 2002. AFLAC will forward a signed copy of the SED-4 form to the payroll office by June 3, 2002 to be entered. Agencies must compare the last SED-4 on file (or ISIS HR deduction information) to the new SED-4 for verification of other products. Agencies should have all deduction changes entered for the July 12, 2002 payday. Employees who do not submit the signed SED-4 by the May 15th deadline will have their policies canceled upon notice from AFLAC, effective July 1, 2002.

AFLAC will prepare and send a list of employees who did not agree to the increased rates (did not sign the new payroll authorization form) to the payroll offices by June 10, 2002. The list will include the employee's name, social security number, and product. A new Payroll Deduction Authorization Form, SED-4, listing existing products and/or no deduction amount for the rate change, will also be mailed to the employee and agency indicating that coverage has been canceled effective, July 1, 2002. **These cancellations and/or rate increase changes must be entered by the pay period end date of July 7, 2002 to avoid refunds and/or one times after the plan year has begun.**

If you have any questions about the rate increase, contact Allyson Goodwin, Coordinator for AFLAC, at (706) 317-6130. Any other questions should be directed to Angel Vernon at (225) 342-5344.

JWC:CAS/kmb

c: Ray Harrison, Office of Group Benefits
Allyson Goodwin, American Family Life